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## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)  
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110 301  
REGD./SPEED POST

No. CBSE/Aff./430197(MS-00688-1314) 538608

Dated: 18/03/2013

The Manager,  
Nirmala Convent School,  
Dr. Hedgewar Road,  
Rajkot-360 007(Gujarat).

**Sub: Approval of Middle Class Syllabus (I – VIII) to the above said school.**

Dear Sir/Madam,

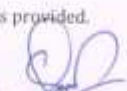
With reference to your application dated 21/06/2012 and subsequent correspondence with the school / inspection in this regard, I am directed to convey the grant for Provisional approval of the Competent Authority of the Board for **Middle Classes syllabus** for a period of **three years** w.e.f. **01.04.2013** to **31.03.2016**.

The above sanction is subject to fulfillment of following conditions:-

1. "The School will follow the syllabus on the basis of curriculum prescribed by NCERT for the middle classes."
  2. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT.
  3. The school will follow CCE scheme vide Circular No. 39/20-09-2009 dated 20.09.2009 in the school.
  4. The grant for approval of the middle classes is not extendable and does not in any way imply any obligation on the part of the Board to affiliate the Secondary Classes (IX-X).
  5. The approval will also be subject to the condition that the school will make a fresh application for Provisional Affiliation of the Secondary Classes (IX-X) to the Board on line through CBSE website [www.cbseaff.nic.in](http://www.cbseaff.nic.in) or [www.cbse.nic.in](http://www.cbse.nic.in) in accordance with the rules and condition for Provisional Affiliation when classes VIII has been started.
- The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under :-

Campus area	Enrolment	No. of Sections upto secondary level
(a) 1.0 acre	1250	02 in each class
(b) 1.5 acre	1875	03 in each class
(c) 2.0 acre	2500	04 in each class
(d) School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.		
(e) Schools running on less than 01 acre campus shall restrict number of students as follows:-		
	<b>Category</b>	<b>Area of land</b> <b>No. of students</b>
(i)	Secondary School	2000 sq. mtrs      600 upto Class X
(ii)	Sr. Secondary School with two streams	3000 sq. mtrs      900 upto Class XII

7. The school shall appoint only qualified and eligible staff as per qualification laid down in the rules.
8. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
9. Service conditions, pay and allowance and other benefits to the employees of the school shall be in no way less than that of corresponding employees working in Government Schools of the State in which the school is located. An undertaking to this effect be sent to C.B.S.E.
10. The school and its records shall be opened for inspection by an officer/official of the Board or an authorised representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
11. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.

  
The Principal  
NIRMALA  
Convent School Rajkot

Contd. 3

12. The admission to the school shall be opened to all without any discrimination on the ground of religion, cast or race, place of birth or any of them.
13. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
14. The school will abide itself by the rules and conditions for affiliation as given in the Affiliation Bye Laws of the Board.
15. The school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the 'persons with disabilities act-1995'.
16. The school should have at least one adequately equipped computer lab with a minimum of 10 computers or computer student ratio of 1:20 and proper software alongwith facility of Broad Band Connectivity with the feature of 'internet always on' from any service provider.
17. **The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared in the name of school as per rules. A copy each of the Statements of Accounts should be sent to the Board every year.**
18. The affiliation Code Number allotted to your school is 430197. This may please be noted and quoted for any correspondence with the Board.
19. Reserve Fund be maintained in the joint name of the Secretary, CBSE and the School Authorities in accordance with the enrolment in the school from time to time.
20. Renewal of Registration of Society if any, be ensured.
21. School will provide physical facilities as per norms of the Board. The facilities reported at the time of last inspection are as given under:-
  - a. Area of school campus - 24262 sq. mtrs.
  - b. Total built up area - 9535.44 sq. mtrs.
  - c. Area of playground - 8926.54 sq. mtrs.
  - d. No. of class rooms - 32 (21.32'X24.63')
  - e. No. of labs: Maths - 01 (9.19'X18.05)  
Computer Science - 01 (6.50 mtr.X7.51mtr.)  
Composite Science lab - 01 (5.1mtrsX5.5mtrs)
  - f. Size and number of books in the Library - Size- 02(13.77 mtr.X11.67 mtr.) No. of Books-13607.
22. Other conditions as per Annexure 'A' enclosed.
23. **Special conditions to be complied within three months:**
  - i) It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
  - ii) Every school should organize at least one week training programme for teachers every year in association with any teacher training institute recognized by the State or Central Government or by any agency identified by the Board.
  - iii) Every institute will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for boys and girls separately in proportion to the number of students.
  - iv) Teachers on adhoc basis should get regularized. Besides PTI & Librarian are required to be designated properly.
  - v) The number of students enrolled is more than 40 students in almost all sections. Therefore, enrolment should be restricted with optimum Number of 40 students in each section.
  - vi) The school is required to construct more class rooms to meet the future requirement.
  - vii) The school is required to install aqua guards with all drinking water facilities.
  - viii) The school is required to purchase more NCERT books from class I to VIII for Library.
  - ix) Teachers/Principal should be sent for various in-services courses/workshops/public seminars under CCE Programme to enrich their knowledge according to the CBSE pattern.

Yours faithfully,

DEPUTY SECRETARY (AFF)

No. CBSE/Aff./430197(MS-00688-1314)/

Dated:- /03/2013

Copy to:

1. The Principal, Nirmala Convent School, Dr. Hedgewar Road, Rajkot-360 007(Gujarat).
2. The Director of Primary Education, Block No.12/1, Dr. Jivraj Mehta Bhavan, Gandhinagar, Gujarat.
3. The Regional Officer, C.B.S.E, R.O., Todar Mal Marg, Ajmer-305 001(Rajasthan).
4. The Director (IT), Regional Office, PS-1-2 Institutional Area, I. P. Extension, Patparganj, Delhi-110 092 along with the CD of the inspection of the school conducted by the inspection committee appointed by the Board.
5. The AMC Unit, CBSE, Delhi.
6. The Desk Officer (Gujarat), Affiliation, CBSE, Delhi.

DEPUTY SECRETARY (AFF)

The Principal  
NIRMALA  
Convent School Rajkot



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Affln.No.: 430197

**Other Conditions:**

Conditions for which compliance to be submitted within three months of issue of sanction letter:-

1. Running starting of Class IX/X & XI/XII without prior Provisional Affiliation upto Secondary level/Sr. Secondary level from the Board would be unauthorized classes and school shall be responsible for the consequences arising out of it.
2. Non-submission of application for extension of provisional affiliation by 30<sup>th</sup> June of the year preceding to the year by which provisional affiliation granted, expires, would also attract violation of provisions of Affiliation Bye-laws.
3. School will not prepare any student/start any class for any other Board except CBSE from their CBSE affiliated school building/premises.
4. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed and the school shall not be closed down in the same premises. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
5. Pay & Allowances to staff should be revised time to time to bring it at par with that to State Government.
6. The service conditions be strictly followed as per State Education Act and Staff be given appointment/confirmation letters etc. accordingly.
7. 5-6 names of persons not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee. Of these 2-3 may be Principal of KV/JNV.
8. The school shall maintain section teacher ratio at least 1:1.5 at each level i.e. Primary (I-V) Secondary (VI-X) and Sr. Secondary (XI-XII).
9. The school has to constitute a committee for protection of woman from sexual harassment at the work place and to abide by the guidelines and norms prescribed by the Hon'ble Supreme Court of India in W.P. Criminal No.666-70 of 1992 Vishaskha and other State of Rajasthan and other delivered on 13.8.1997.
10. Rs.--- on account of annual fee for the three years may please be remitted.
11. The school shall maintain Reserve Fund in the joint names of the Manager of the school concerned and the Secretary of the Board in the scheduled Bank to the extent indicated below:-
 

Upto -	500	Students	Rs.60,000/-
501 -	750	"	Rs.80,000/-
751 -	1000	"	Rs.1,00,000/-
Above -	1000	"	Rs. 100/- per student round to nearest thousand.

The interest accruing out of the deposit of reserve fund made by the Institution at the time of affiliation/extension of affiliation be not withdrawn by the management under any circumstances what so ever.

Sd/-

DEPUTY SECRETARY (AFF.)

The Principal  
NIRMALA  
Convent School Rajkot